

M E M O R A N D U M
#03-04

TO: All Department and School Fiscal Officers

FROM: Trisha Neely, Director, Division of Accounting
Tom Kirkpatrick, Chief, Financial Management Services, Budget Office
Bobbi Hettel-Minner, Director, Division of Support Services

SUBJECT: **Statewide Travel Management Services Contract
(Contract No. 99-173-MS), and Statewide Travel Policy**

The purpose of this memo is threefold:

1. To provide formal notification that the state's Travel Management Contract for Travel Management Services with Ambassador/Advantage Travel terminated as of June 30, 2002;
2. To advise that no replacement Travel Management Contract has been awarded; and,
3. To provide interim Statewide Travel Policy direction related to making travel arrangements.

Effective July 1, 2002, for approximately a six-month period, agencies will make travel reservations/arrangements on the open market through any credible travel service provider. The travel service provider(s) used may be local travel agencies, the internet (Travelocity, Expedia, Orbitz, Priceline, etc.), or directly with the transportation carrier or lodging provider. State agencies will keep in mind that the objective is to select the most cost effective travel services that meet their travel needs.

All travel related expenditures, regardless of the provider, **must** be made through use of the PNC Super Card, in the name of the individual state employee. State agencies are not authorized to request direct billing by, or make direct claim or other payments to, any travel service provider. Super Card information is available through Shelley Stanley in Division of Accounting at 744-1042.

Memo #03-04

Statewide Travel Management Services Contract and Statewide Travel Policy

Page 2

State agencies incurring travel service expenditures will track their travel and provide a monthly report to the Division of Support Services. The format of the information to be provided is identified on the attached spreadsheets.

This “opening up” of the travel procurement process is the result of several factors. Many state agencies have consistently commented that the travel contract did not provide the value needed and could obtain through their own efforts. In addition, the structure and relationship of the transportation industry in relation to travel agents is changing. In light of these factors, the Travel Management Services Contract User Committee recommended not having a contract for a period of time during which “Best Practices” options can be evaluated and data collection can be completed. The objective is to develop a statewide contract that meets agency needs and to implement travel policies and procedures which will accommodate the convenience, control and cost factors related to travel.

The monthly travel reports will capture the type of information needed to develop a comprehensive future contract. The spreadsheet format provides an easy and consistent manner to collect the information. Please designate one person to collect this information in your agency and to submit it electronically to Support Services, bminner@state.de.us.

The User Committee will be assisting in this process. If you wish to become a member, or designate someone to become a member, of the User Committee, please contact Bobbi Hettel-Minner at 739-6909.

Thank you for your anticipated assistance and cooperation.

TN/TK/BHM
enclosure

cc: State Accountants